



King County

Invites Applications for the Position of:

Clerk Administrative Specialist

Apply online at <http://www.kingcounty.gov/jobs>

King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 10/20/14 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 11/03/14 04:30 PM (GMT -8:00)

SALARY: \$21.51 - \$27.26 Hourly

LOCATION: Multiple locations in King County

JOB TYPE: Career Service, Full Time, 40 hrs/week

DIVISION: Department of Judicial Administration

JOB NUMBER: 2014JF04267

SUMMARY:

The Department of Judicial Administration (DJA), also known as the Superior Court Clerk's Office, is an innovative, forward-looking agency using technology to help perform tasks better, more efficiently and reliably. DJA performs a variety of services for the Court, litigants and the general public. DJA's mission is to provide professional, high-quality Superior Court record services and justice system programs, while ensuring access to justice and integrity in the process.

DJA is seeking a clerk who enjoys working on a variety of tasks, can switch gears at a moment's notice, works effectively with people from diverse backgrounds and can work independently.

This recruitment is being used to establish a list that will be used to fill the immediate vacancies and future vacancies in the Legal Administrative Specialist III classification.

WHO MAY APPLY: This position is open to King County career service employees and the general public; preference will be given in that order.

Required Materials:
King County Application Form

Responses to Supplemental Questionnaire

Resume

Letter of Interest detailing your background and describing how you meet or exceed the requirements listed in this job announcement. Your letter of interest will be used to rate your writing skills.

WORK LOCATION; These positions may be based at the King County Courthouse, 516 3rd Ave, Room E609, Seattle, WA; Maleng Regional Justice Center located at 401 4th Ave N Room 2C, Kent, WA; or the Juvenile Clerk's Office located at 1211 East Alder St., Seattle, WA.

WORK SCHEDULE: This position is overtime eligible. This position is paid on a bi-weekly schedule, every other Thursday, comprising a 40-hour workweek; normally 8:00 a.m. – 5:00 p.m., Monday through Friday.

CONTACT INFORMATION: Please direct questions about this position to Kathei McCoy at 206 477-0699. If you have questions about the recruitment process please direct those to Joy Fernandes at 206 477-0774.

JOB DUTIES:

The Legal Administrative Specialist III position is the third level of a three-level classification series. This position will provide clerical, customer service, administrative support and courtroom clerk coverage throughout the Clerk's Office. The person selected for this position will be assigned a variety of tasks including but not limited to those listed below:

- Accurately process court documents
- Perform data entry
- Determine appropriate workflow and process electronic images of legal documents
- Prepare and distribute court calendars
- Audit work performed for accuracy and completeness.
- Prep/Scan/Index documents
- Provide customer service support that includes responding to public and court inquiries and providing information and assistance on the phone, in person and via e-mail
- Accurately record the details of all courtroom procedures
- Administer oaths to jurors, read verdict of the jury and poll individual jurors
- Complete minute entries for proceedings brought before the court
- Review certain documents for signatures
- Identify, number, file and maintain security of all exhibits presented as evidence

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

Minimum two years of experience OR any equivalent combination of education and experience which provides the applicant with the desired skills, knowledge and ability required to perform the work.

- General office experience performing a variety of complex duties of moderate difficulty, in positions which involved independent judgment and extensive knowledge of policies,

- procedures and responsibilities of an office.
- Possess excellent customer service skills and the ability to maintain composure during tense situations
 - Strong and effective communication and interpersonal skills
 - Demonstrated ability in working with diverse cultural and socio-economic populations
 - Strong problem solving and organizational skills
 - Must have strong data entry skills
 - Ability to effectively handle multiple tasks simultaneously with extreme accuracy, while establishing priorities and adapting to changes in workload demand
 - Skill in functioning under time pressures
 - Knowledge of legal terminology
 - Ability to be flexible and adapt to last minute assignment changes

NECESSARY SPECIAL REQUIREMENTS:

This selection process may include but is not limited to: evaluation of application materials and supplemental questions, testing and interviewing, and complete reference checks.

DJA relies on office automation (Microsoft Office) and web-based enabled tools, therefore candidates must be proficient and comfortable with computer use to perform functions associated with on-going work.

Regular and reliable attendance, effective communication skills, and development of effective working relationships are requirements of all DJA positions.

SUPPLEMENTAL INFORMATION:

Recruitment Process:

Applicants that are found to be minimally qualified will be further reviewed for competitive quality. Those applicants that possess the most competitive background in directly related experience, knowledge, and training may be contacted for interviews. Professional reference checks will be conducted prior to any offer of employment.

No felony convictions in the last ten years.

UNION MEMBERSHIP: positions in this classification are represented by Local PSEU.

Note: Online applications are preferred. However, if you cannot apply online, go to www.kingcounty.gov/jobs for other options.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.

Clerk Administrative Specialist Supplemental Questionnaire

- * 1. Please indicate your level of experience with Microsoft outlook.
 - ☐ None
 - ☐ Beginner
 - ☐ Intermediate
 - ☐ Advanced
- * 2. Please indicate your level of experience with Microsoft Word.
 - ☐ None
 - ☐ Beginner
 - ☐ Intermediate
 - ☐ Advanced
- * 3. Please indicate your level of experience with Microsoft Excel.
 - ☐ None
 - ☐ Beginner
 - ☐ Intermediate
 - ☐ Advanced
- * 4. Please tell us about a job situation where your organizational skills were important to completing a task and why.
- * 5. Describe your experience in working in a professional work environment with little or no direct supervision. How did you resolve problems and what skills did you use in conflict resolutions with co-workers or the public?
- * 6. Describe any experience that demonstrates your ability to work effectively with people from a wide variety of cultural, ethnic and economic backgrounds.
- * 7. Your answers to these supplemental questions must match the information you provide on your application or you may be disqualified. Do your answers to these supplemental questions match your application?
 - ☐ Yes ☐ No
- * 8. This position requires a resume and letter of interest describing how you meet or exceed the requirements for this position. Resume and Letter of Interest can either be attached or in text form as part of the application. Your letter of interest will be used to rate your writing skills. Please verify that you have attached or inserted both to your application.
 - ☐ Yes ☐ No
- * Required Question